



Submit the following with your request:

Human Resources Policies/Personnel Policies

Current Board of Directors (roster, appointment process, attendance records, meeting schedule)

Financial Policies (deposits, transfer of funds, employee reimbursement; grant distribution process, if applicable; and investments)

Record Keeping Policies and Procedures

Federal Tax Returns (for the previous two (2) complete calendar years)

Annual Audit (with two-year comparative statements). In lieu of an audit provided by the applicant the Village Board may require a compilation audit that will be performed by the Village's current auditing firm and the cost will be deducted from the requested grant amount.

501(c) letter

Board-Approved Budget (for the previous complete fiscal year)

Organization Chart

Salary Disclosure (all employees) If requested by Village Board Action

Agency Description



Village of Westmont Funding Request FY2004-05

Program Information

Mission Statement:

Which **focus** area do your program services or activities support?

☐ Tourism ☐ Business ☐ Economic ☐ Other (describe)
☐ Relations ☐ Development

Scope of Services: Provide a description of services provided by your agency. Describe how program/agency activities support the Village focus area(s) identified above.



Village of Westmont

Funding Request

FY2004-05

Program Objectives

Please indicate your performance objectives, by listing at least 5 goals with activities designed to achieve those goals.

1. **Goal:**

Activities:

2. **Goal:**

Activities:



**Village of Westmont
Funding Request
FY2004-05**

3. Goal:

Activities:

4. Goal:

Activities:



**Village of Westmont
Funding Request
FY2004-05**

5. Goal:

Activities:

Has your board of directors approved these program goals? _____

Village Use Only:

Annual Audit ____ Yes ____ No Compilation Audit ____ Yes ____ No
Salary Disclosure Required by Village Board? ____ Yes ____ No